

Continuing Education Activity Plan Instructor's Form



Note:

This form is to be completed by either the instructor or RID Sponsor and attached with the Sponsor. The RID Sponsor will forward the completed Activity Plan to the RID National Office at least 30 days in advance of the activity.

RID Sponsor Name: _____

Date(s) of Activity _____

Title of Activity _____

Description of Activity (Describe key topics, skills, concepts and activities of the event. Use back of form for additional space)

Educational Objectives (List specific observable actions by participants that will demonstrate comprehension and integration of information presented. These should be detailed, action-related items based on materials presented.)

Materials (List the print, audio and visual materials you will use. Who is responsible for providing them?)

Action Plan (Describe or outline the specific activities which will occur during this program. These activities are to support and help meet the Educational Objectives listed above.)

Evaluation & Assessment (Describe how you will evaluate student learning & presentation effectiveness.)
